

**COMPENSATION BOARD
LIDS ADVISORY COMMITTEE
MINUTES**

Regular Meeting.....February 12, 2004
Location..... Department of Corrections
6900 Atmore Drive
Richmond, VA 23225

Members Present.....Felicia Berger, Department of Corrections
Alice Coe, Compensation Board
Anne Wilmoth, Compensation Board
Sue Kelly-Graham, Compensation Board
Karen Day, Danville City Jail
Ron Wise, Alexandria City Jail
Patty Leonard, Rappahannock Regional Jail
Tina James-Carrier, Petersburg City Jail
Carol Moye, Prince William/Manassas Regional Jail
Peggy Gebauer, Roanoke City Jail
Bruce Folks, Rockingham County Jail
Reginald Tinsley, Richmond City Jail

Visitors.....Brenda Gray, Alexandria City Jail
Tom Barnes, Virginia Criminal Sentencing Commission
Bill Copley, Compensation Board

Absent.....Anna Earnhardt, Portsmouth City Jail
Charlie Gray, Virginia Beach City Jail
Debbie Hamlet, Blue Ridge Regional Jail
Jane Beamon, Western Tidewater Regional Jail
James Creech, Virginia Criminal Sentencing Commission
Oliver Bradshaw, Compensation Board

9:00 a.m. Thursday, February 12, 2004

Department of Corrections, 6900 Atmore Drive, Richmond, VA 23225

I. Opening Remarks

Thanked Felicia Berger for hosting the meeting and providing treats, coffee, beverages and lunch. Introductions.

II. 11-12-03 Minutes

Committee approved Minutes. No changes.

Alice Coe explained that, based on Sue Kelly-Graham's suggestions, the Agenda and Meeting Minutes will be posted on the Compensation Board website beginning February 17, 2004. Committee approved the suggestion.

III. LIDS Enhancement Update

Anne Wilmoth reported that we are running behind schedule on a number of enhancements due to other labor-intensive priorities such as the new COIN (Constitutional Officers Information Network) reimbursement system.

- Inquiry
 - a. Insurance number inquiry needs to have the capability to search by name. Goal is July 1, 2004.
- Reconciliation
 - a. Financial reconciliation needs to change so they can view details of adjustment-by-adjustment category. Goal is March 31, 2004
- Update Offenses – Cindy, Angle, Montgomery County
 - a. When updating one offense, give the ability to press Enter and automatically go to the next offense. Committee approved adding a tag to update offenses. Goal date is July 1, 2004.
- Enhancement to Financial Reconciliation Screen – Alice Coe, Compensation Board
 - a. Committee approved adding a tag to update offenses. Goal date is July 1, 2004.
- Restructuring/grouping of Forms Maintenance reports
 - a. All data has been moved into the test arena. Requires LAC member testing to make sure that what they request is the actual report requested. Completed in test arena. Goal date is March 31, 2004.
- Payment Status Report
 - a. Goal date is July 1, 2004.
- VCC Search Report
 - a. Updated to allow wild card search. Goal date is February 29, 2004.
- Anne Wilmoth, Compensation Board – Should LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports? (Refer to Pg. 3 of October LIDS Newsletter). Committee agreed that certification/approval authorization be limited to a total of three per facility. And if Sheriff/Superintendent requests more than one person, a letter should be e-mailed, faxed or mailed to the Compensation Board to be placed on file. Goal date is July 1, 2004.

Alice Coe requested that Committee prioritize the July 1, 2004 deadlines, and they are as follows: 1) LIDS security table be altered to allow multiple LIDS users to certify and approve LIDS reports, 2) Update Offenses, and 3) VCC Search Report 4) Inquiry – Insurance number.

IV. Forwarded/Continued from last meeting

- LIDS Enhancements
 - a. Altering the possible error report and the data integrity report so that if a sentence length is not within the sentencing guidelines, it will kick out as a possible error/data integrity issue. Committee voted to table this issue until OTN (Offense Tracking Number) is in effect. Anne Wilmoth reported that no ICJIS meetings have been held the past six months. This issue was tabled indefinitely. OTN standalone query to be developed for sentencing guidelines. March 2004.
 - b. Sentence Length Within Sentence Guidelines analysis and program revisions. Tabled indefinitely.
 - c. Micah Meadows, Fauquier Co. Jail - Requested new disposition code 'HA' Held by Agreement to identify Held by Agreement inmates who are also Work Release inmates. Anne Wilmoth and Alice Coe will contact someone at the Department of Corrections to obtain a report with JCB and work release inmates, and held by agreement (cadre) inmates. Then possibly develop a Forms Maintenance report and possible error. A flag will be added. Anne Wilmoth will contact Department of Corrections to see how long it will take to do it in "soft" form. *Forward to May 2004 meeting.*

- d. Ron Wise, Alexandria City – Is it possible for LIDS to be updated to allow updating multiple confinements in LIDS using a pick list? Committee agreed that this should be an adjustment piece. A new option will be developed and added to LIDS to allow multiple adjustments. Charlie Gray, Ron Wise, and Bruce Folks volunteered to work with Anne Wilmoth on this. This is also a training issue. Anne Wilmoth and Bill Copley will write the analysis/requirements to do this, and will submit the analysis to Committee by April 1. Anne Wilmoth suggested that this feature be restricted to the adjustor, certifier, and/or approver. *Forward to May 2004 meeting.*
 - e. Anne Wilmoth, Compensation Board - It is not mandatory to use the Offense Disposition Code 'SC' and force additional edits to be placed in LIDS. From an audit perspective, after January 1, 2004, auditors will expect to see the 'SC' used if inmate is still confined 1/1/04. Does not affect inmates confined prior to 1/1/04. Completed. Combination payable vs. non-payable Forms Maintenance report to be developed. This will be IT's number one priority for March 2004. Goal date is March 31, 2004.
 - f. Bruce Folks, Rockingham County, requested that Inquiry be updated to verify prisoner SSN and verification date to be added to Prisoner Information screen. Melanie Morrison, Compensation Board, will add to Prisoner Screen. Goal date is March 31, 2004.
- Report Requests
- a. Reginald Tinsley, Richmond City - A new report that compares current roster or ending count with ending count of previous month that reports the plus and minus details of commits and releases, and details inmates currently committed that were not committed in previous ending count and inmates that were released who were active in the previous ending count. Anne Wilmoth reported that we have the logic to turn into a downloadable Forms Maintenance report. Reginald agreed to fax a copy of the information to Alice Coe or Anne Wilmoth. Reginald Tinsley and Carol Moyer volunteered to test the report before it is placed into production. Goal date is July 1, 2004.
 - b. Debbie Hamlet, Blue Ridge Regional Jail - A new report to capture local responsible and state responsible inmates. The report has been developed and to be placed into production July 1, 2004. If anyone needs this information prior to July 1, 2004, send request via e-mail to Anne Wilmoth.
 - c. Disposition Report to be developed in Forms Maintenance – Routine, Reconciliation and Inmate Status reports. Goal date is July 2004.
 - d. Disposition Code Matrix
 - ✓ Oliver Bradshaw, Compensation Board, recommended adding Disposition Code matrix to LIDS Users Guide to show which offense disposition code that LIDS keys on their alternative programs, regular confinements and pending charges during their types of confinement. Committee agreed that the matrix should list exceptions only. Debbie Hamlet, Ron Wise, and Charlie Gray volunteered to work with Oliver to develop the exception list and will send to Committee members in January to discuss at February LAC meeting. *Oliver Bradshaw not in attendance. Forward to May 2004 meeting.*

V. New Pre-planned Issues

- LIDS Enhancements
- a. Ron Wise, Alexandria City – Develop Offense Disposition Codes RC or RS – Reconsideration of Sentence, BS – Balance Suspended, SS – Serving Sentence, and SU – Suspended Sentence (Change). Disposition Code '**BS**' - Balance Suspended approved to be developed in LIDS. Ron Wise will send the verbiage to the CB. Goal date to be placed in production is July 1, 2004.
 - b. Ron Wise, Alexandria City – LIDS be updated to highlight and/or bold and print the completed data fields. Committee voted no.
 - c. JulieAnn Robertson, Roanoke County – Develop reason confined code for Local Treatment Program/Facility. Committee approved developing a new reason confined code for a local treatment program vs. a State treatment program, which will be treated the same way as holding for diversion/detention center. Disposition code 'DT' – Deferred Treatment – must be used along with the new reason confined code and if a sentence is not imposed. The 'DT' and new reason confined code will serve as the sentence. Goal date is July 1, 2004.
 - d. Barry Arnold, Chesterfield County – Update LIDS to allow Reason Confined Code 12, Awaiting Probation Revocation Hearing with Release Reason Codes 43, To Detention Center Incarceration Program and 44, To Diversion Center Incarceration Program. Committee agreed that once the paperwork is sent to send an inmate to detention or diversion center, update the Reason Confined Code 12, Awaiting Probation Revocation Hearing, to Reason Confined Code 20, Serving Sentence and use Release Reason Code 32, To Parole. It appears that Chesterfield County is not receiving all necessary paperwork. Alice Coe will contact Barry Arnold.

- New Reports
 - a. Bobbie Elswick, Gloucester County – ADP comparison reports, i.e., series of reports that can be developed for extension purposes, and pre-calculated annual ADP report instead of monthly ADP report. Committee approved. Goal date is July 1, 2004.
 - b. Julieann Robertson, Roanoke County – Viewable and downloadable Tuesday Reports. Committee approved to leave the Tuesday Report as is. An ADP (Average Daily Population) version will be developed. Goal date is April 30, 2004.
 - c. Jenny Newman, Pittsylvania County – Audit Trail Report. Committee voted no. Request on an as-needed basis.
- Reason Confined Code 10 vs. 12
 - a. JulieAnn Robertson, Roanoke County - § 19.2-306. Revocation of suspension of sentence and probation. Should inmate be committed in LIDS using Reason Confined Code 10, Awaiting Trial or Reason Confined Code 12, Awaiting Probation Revocation Hearing? Committee voted no – should use Reason Confined Code 12. The system is functioning correctly.
- New LIDS Web Page Changes Testing
 - a. Committee tested and approved changes (LAC Meeting Agenda and Minutes, LAC members list, Contact a LAC member, and Send an Agenda Item to the CB), which will be posted on the CB website February 17, 2004.
- Parole Violator Information
 - a. Anne Wilmoth, Compensation Board - Do jails receive parole status information, either discretionary or mandatory? If so, we may want to collect this in LIDS to assist the forecasters. Committee agreed that jails do not know inmates are parole violators until released. Anne Wilmoth requested off-line conversation with Felicia Berger Tuesday, February 17, to see if we can pull from Department of Corrections rather than jail. DOC should be able to furnish. *Forward to May meeting.*

VI. **New Issues Discussed During Meeting**

- **2004 LIDS Conference.** Alice Coe reported that CB management approved and will plan to hold it September 2004. CB will produce a survey to be sent to LIDS Technicians and LAC members requesting topics of interest, location. LAC members suggested the following:
 - ✓ Linda Johnston, DCJS Forensics Lab – DNA Update
 - ✓ Immigration and Customs Enforcement (ICE), formerly INS, to address billing issues, who is deportable and who is not. Patty Leonard, Rappahannock RJ and Bruce Folks, Rockingham Co. will send contact information to CB
 - ✓ Jennifer Hastings? DOC, Inmate Intake – out of compliance – what are the conditions?
 - ✓ Felicia Berger, DOC, Court & Legal – Time Computation
 - ✓ Jackie Mathews? Sally Good? DOC, Jail Contract Bed program
 - ✓ Denny Gaulden, Manager of Community Release, DOC – Releasing inmates. His section issues the release conditions and faxes them to the jails.
 - ✓ DOC – Violent Sexual Predators, civilly committed and housed in the jails.
 - ✓ Department of Homeland Security Justice Program – integrates all of the east coast states. Anne Wilmoth will research contact information.
 - ✓ ICJIS (Integrated Criminal Justice Information Systems) Update
 - ✓ Mental Health Mental Retardation & Substance Abuse Services (MHMR&SAS) – Psychotropic drugs
 - ✓ US Marshals – Federal inmates – writ or no writ. Peggy Gebauer will research and submit contact information
 - ✓ Virginia Criminal Sentencing Commission – risk assessment tools. *Forward to May meeting.*
 - ✓ Compensation Board – LIDS Auditor presentation – record retention, most frequent errors, etc. *Forward to May meeting.*
 - ✓ Budget Language changes effective July 1, 2004.
 - ✓ Forms Maintenance menu
 - ✓ LIDS major updates
 - ✓ Role of LIDS Advisory committee (LAC) members & introductions
 - ✓ LAC Question & Answer session. Members suggested that the LAC sessions be done BEFORE the lunch break.
 - ✓ Who uses LIDS? (i.e., Dept. of Social Services, police departments, Commonwealth's Attorneys, etc.)
 - ✓ Several LAC members suggested that Records Supervisors be able to attend the conference along with the LIDS Technicians.

- Pam Chavis, Mecklenburg County – DOC, Div. of Operations, Uniform Commitment Report. Parole Board advised her to use the form. Doris Ewing, DOC, advised her that this is not a good idea. Committee voted no. DOC personnel only should use the form.
- Carol Perkins, Central Virginia Regional Jail – Forms Maintenance Report request – Provide totals by sex. Committee approved to modify Forms Maintenance to include the request for sex. Goal date is September 30, 2004.
- Anne Wilmoth, Forms Maintenance Reports in comma delimited format for auditors' Possible Duplicates report. Committee approved to be added as a new viewable and downloadable Forms Maintenance report. Goal date is March 31, 2004.
- Anne Wilmoth, Compensation Board, requested to discuss new ADP report at May meeting. *Forward to May meeting.*
- Anne Wilmoth, Compensation Board, reported that Oliver Bradshaw called while auditing Arlington County Sheriff's office. Oliver did not think Arlington's drug rehab. Inmates were payable. Felicia Berger, DOC, mentioned that Arlington participates in the ACT Drug Treatment program.
- Anne Wilmoth and Alice Coe, Compensation Board, are working with the Mental Health Department. Mental Health wanted to know if jails track medication information. Mental Health requested that LIDS collect data to provide the number of inmates using psychotropic or non-psychotropic drugs for fiscal year or calendar year, and the cost of such. LAC members were asked to check with their medical staff to see if they would disseminate it. *Forward to May meeting.*
- Ron Wise, Alexandria City, requested that the DNA drawn date field, if DNA has been drawn, be returned to the Confine Prisoner screen. Committee agreed that it should be added to Inquiry only, not Commitment maintenance. Goal Date is July 1, 2004.
- Ron Wise, Alexandria City, asked what the auditors' preference is when using Disposition Code 'TS' – Time Served? Oliver Bradshaw not in attendance. *Forward to May meeting.*
- Ron Wise, Alexandria City, reported that his jail has a new jail management system and wants to know procedure when a magistrate uses Statute 18.2-96, Third Offense Petty Larceny, which ended in 1996. Anne Wilmoth will send a list from the Supreme Court.
- Bruce Folks, Rockingham County, asked for records retention guidelines. Oliver Bradshaw not in attendance. *Forward to May meeting.*
- Patty Leonard, Rappahannock Regional Jail, announced the Virginia Regional Jail Conference April 13 through 16 at the Omni Hotel in Charlottesville, Virginia, and if interested in attending that they should contact her.

VII. Budget Updates

- a. LAC members were provided copies of budget items that could affect them.
- b. HB235 – The Compensation Board would like to adopt the ISO (International Standard) list. Committee was asked to check and make a decision at the May 2004 meeting. *Forward to May 2004 meeting.*

VIII. Discuss Future Quarterly Committee Dates

- a. May 13, 2004 – Bruce Folks, Rockingham County
- b. August 6, 2004 – Mecklenburg County Board of Supervisors